



SCIENCE & ENGINEERING BUILDING MODIFICATION/ TOOL INSTALLATION REQUEST

I. Introduction:

The Science & Engineering Building (SEB) infrastructure, researchers, and occupying instruments are a huge investment. This policy and procedure has been developed to protect personnel safety, building infrastructure, mechanical systems, and installed instrumentation from damage, environmental interference, or any other item which may unduly compromise the ongoing research. Therefore all installation of fixtures, equipment, furnishings, taps into the building utilities or mechanical systems, modification to the building structure, walkways, signage, or any space usage changes must be reviewed by the SEB Committee prior to the beginning of any usage change, installations, design, or construction work. The individual, office, or department responsible for requesting any such modification, known as the “*requesting department*” for purposes of this document shall be responsible for the review and approval process as outlined below.

II. Request for Modification:

All requests for modification shall be fully documented on the attached **Request Form**. This form shall be completed by *the requesting department* and delivered to the SEB Assistant Director of Research Infrastructure for review and comment.

Each request will be reviewed for conformance with State building codes, applicable Federal, State, and local regulations, SEB Policies and Design Standards, and other University regulations or requirements. Copies of the request will also be distributed to the appropriate administrative departments for review and comment. This may include, but not limited to, the SEB Committee, Division of Research and Graduate Studies, The Provost Office, Facilities, Planning & Construction, and Risk Management & Safety. The Office of Planning and Construction may coordinate the administrative requirements and may provide preliminary drawings and/ or estimates of probable cost.

The *requesting department* shall be responsible for obtaining approvals from all governing University Committees. The SEB Assistant Director will assist in the preparation of the required documentation and in the approval process. Upon completion of the review process, the SEB Assistant Director will forward all comments and required revisions where applicable to *the requesting department*.

III. Modification Approval:

Upon approval *the requesting department* shall be responsible for obtaining a University Account Number and forwarding the completed **Approval Form** to the Office of Planning and Construction to begin work on the project.

All questions concerning the review/ approval process should be addressed to:

Eric Knight, SEB Assistant Director of Research Infrastructure, Phone: 895-2020

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